


Bishop Lonsdale Primary School – COVID-19 Primary School Risk Assessment – Spring Term 2022.

Activity being assessed:	Parents Evening- Spring Term 2022	Location affected:	Whole School	
Person(s) completing assessment:	M Hetherington S Brownhall	Date original assessment completed:	3/2/22	
Date of review:		Review completed by:		

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/103222/schools-covid-19-operational-guidance.pdf)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
1. <i>Transmission of COVID 19 on school site.</i>	<i>Staff and visitors becoming infected with COVID-19:</i>	<i>Persons, who have tested positive for Covid-19 are not allowed into the school premises until they have self-isolated for the recommended government period and until the person is free from COVID 19 symptoms. Any person arriving at school exhibiting symptoms will be required to return home and</i>	<ul style="list-style-type: none"> <i>Parents/carers to arrive no earlier than 5 minutes before their appointment time</i> <i>Parents/carers to leave site no longer than 5 minutes after appointments are complete.</i> <i>All appointments to be kept strictly to time.</i> <i>A maximum of 2 adults per child on site.</i> 	<i>Relevant staff</i> <i>Admin team</i>	

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		<p>obtain a COVID-19 test (PCR) immediately. Government self-isolation guidance</p> <p><u>All visitors should carry out a lateral flow test prior to entering the building and only enter the premises if this is negative.</u></p>	<ul style="list-style-type: none"> • <u>No accompanying children on site including the pupil themselves</u> 		
<p>2. Vulnerable staff or parents contracting COVID-19 from being in school</p>	<p>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</p>	<p>Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.</p>	<ul style="list-style-type: none"> • Identified staff may conduct remote parents meetings • Identified parents may be offered remote meetings. 	<p>Executive Head</p>	
<p>3. Ineffective personal hygiene measures</p>	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Staff and visitors encouraged to follow the Catch it, Bin it, kill it approach. Hand sanitiser to be available at reception for visitors to use on arrival. Staff will use hand sanitiser</p>	<ul style="list-style-type: none"> • Staff and visitors may wish to wear face coverings of choice. 	<p>Head of School</p>	

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		<i>between each appointment</i>			
<p>4. Possible contamination in school environment.</p>	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p><i>Hand sanitiser to be available at reception for visitors to use on arrival. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. Windows should be fully opened. Internal and external doors can be kept open to assist as this will increase ventilation.</i></p>	<ul style="list-style-type: none"> • <i>Parents/carer table will be set up near the classroom door. Staff will be positioned distantly at a separate table</i> • <i>Staff and Parents/carers will remain distant at all times.</i> • <i>Windows are to be kept open when the room is occupied and staff will be responsible for closing them when leaving the area.</i> 	<p><i>All relevant staff</i></p>	
<p>5. Possible contamination from a symptomatic person on site</p>	<p>Staff or visitors becoming infected with COVID-19:</p>	<p><i>Symptomatic person should not be on site – see first section. Should a staff member or visitor arrive at school or become symptomatic whilst at school they will be required to leave site immediately.</i></p>	<ul style="list-style-type: none"> • <i>Communicate information regarding how to obtain a COVID-19 test</i> • <i>Cleaning of any surfaces the symptomatic person may have touched, to be conducted immediately.</i> 		
<p>Signature of Senior Leadership Team: <i>MHetherington</i></p>			<p>Date: 3/2/22</p>		

<i>Consultation method (Mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Parents-Carers</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>Email</i>	<i>staff</i>				
<i>Posted on website</i>	<i>parents</i>				